



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR RESERVE FORCE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRESFORINST 3710.3B  
N3

2 AUG 2000

### COMNAVAIRESFOR INSTRUCTION 3710.3B

Subj: POLICY AND PROCEDURES FOR EXTENDED TRAINING FLIGHTS

Ref: (a) OPNAVINST 3710.7R  
(b) OPNAVINST 4630.25C  
(c) OPNAVINST 3710.2E  
(d) OPNAVINST 3750.6Q  
(e) COMNAVAIRESFORINST 4210.1A  
(f) OPNAVINST 4790.2E

(R)

1. Purpose. To establish Commander, Naval Air Reserve Force (COMNAVAIRESFOR) policy and procedures regarding Continental United States (CONUS) and Outside Continental United States (OUTCONUS) extended training flights.
2. Cancellation. COMNAVAIRESFORINST 3710.3A
3. Policy and Procedures. Reference (a) contains the governing policies and procedures to be followed by COMNAVAIRESFOR aviation activities in conducting extended training flights.
4. Discussion. Extended training flights must accomplish a valid training requirement by developing aircrew skills in mission planning, weather analysis, instrument flight procedures, over water navigation and knowledge of aircraft servicing and maintenance procedures. Operating conditions encountered during extended training flights serve to develop the experience and judgement required of pilots, Naval Flight Officers (NFOs), and aircrewman. All extended training flights must meet the following basic justification:
  - a. Best usage of resources, and
  - b. Training resulting in increased readiness.

Each extended training flight must meet specific training objectives established by appropriate wing/station commanders and be able to withstand close scrutiny of reviewing authorities (wing commanders, COMNAVAIRESFOR or higher authority). Extended flights which in any manner suggest or imply a priority based on personal interests or convenience, as opposed to bonafide operational or training requirements, will not be approved. Reduced flight hour availability requires that expenditure of every training dollar results in meaningful and required training. Flights which do not meet the foregoing criteria are not authorized.

5. Action. All extended training flights shall be conducted per the applicable provisions of references (a) through (f) and the following additional guidance and requirements:

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a. Flight Remaining Overnight (RON). Extended training flights which involve the absence of the aircraft from its home base overnight shall not be authorized except where such flights are in the direct interest of the U.S. Government and are conducted in the course of normal training of flight crews. RON flights shall have training/readiness accomplishment as the primary objective. One RON is considered adequate for most training flights (except VR). Two or more RONs at an enroute site may be authorized provided the additional RONs are required for completion of official business, local area operations, or constructive training. In those cases where more than one RON is required at an enroute point, the extended flight request shall reflect the action to be accomplished during the additional RONs. Requests shall be submitted per current station/wing commander directives regarding extended flights.

b. CONUS RON. CONUS is defined as the 48 contiguous states. One RON, except VR, may be approved by the aircraft custodian. Two, or more, RONs in Reserve force squadron aircraft and all VR requests may be approved by the appropriate wing commander. Naval Air Station and Naval Air Facility commanding officers are authorized to approve RONs for assigned aircraft.

c. OUTCONUS. OUTCONUS is defined as a destination outside the 48 contiguous states. Extended training flights which have a point of landing OUTCONUS or will RON OUTCONUS may be approved by the station/wing commander. Prior to departure of an OUTCONUS extended training flight, the station/wing commander will advise the appropriate COMNAVAIRESFOR Program Manager, or in case of a station aircraft, COMNAVAIRESFOR (N3) of the destination. (R)

d. Departures. Extended training flights shall not depart before receiving official written approval. (R)

#### 6. Authorized Destinations

a. CONUS. All nonrestricted military fields and those civilian air-dromes where military units operate aircraft. CONUS destination airfields must be listed in the current Department of Defense Flight Information Publication Aerodrome/Facility Directory. Civil airfields may be used for a weather alternate if a suitable military airfield is not available.

b. OUTCONUS. Limited to bases approved by the appropriate station/wing commander.

(1) To obtain maximum training, VR units should request operational tasking to/from destination from the appropriate fleet commander via the appropriate Reserve wing commander. A full tactical crew should be scheduled to achieve desired training on all flights. Applicable fleet commanders shall be an information addressee on all message traffic (requests/approvals/flight advisories). (R)

(2) Aircraft commanders shall ensure strict compliance with destination directives, restrictions, prior permission required and berthing requirements.

7. Flight Advisories and RON Information. Flight advisories shall be sent for aircraft with passenger space available or for aircraft traveling to landing sites which require prior notification of arrival. Flight advisories shall be sent a minimum of 48 hours before departure and shall include, as action addressees, the commander/commanding officer of all bases/stations at which enroute or RON stops are planned. COMNAVAIRESFOR will be included as



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an information addressee on RON flight advisories for Naval Air Reserve aircraft.

8. Crew Requirements

a. Crew requirements in the applicable aircraft Naval Air Training and Operating Procedures Standardization (NATOPS) manual, shall be adhered to on all extended training flights. The maximum number of crew/passengers shall not exceed authorized ditching stations. During VP operational and low level training flights, personnel in excess of those required for completion of the assigned mission are not authorized.

b. Ground time at enroute stops shall be limited to a reasonable time required for crew rest, local training flights, operational tasking or official business/liaison. In no case shall flights be scheduled or planned to conflict with NATOPS minimum crew rest requirements.

9. Passenger Restrictions. Passengers shall be limited to those authorized under the provisions of reference (b) (which incorporates DoD Regulation 4515.13-R of Nov 94).

10. Regulations. Over water flights must ensure strict compliance with International Civil Aviation Organization and Air Defense Identification Zone, customs, agriculture and immigration regulations. In addition, compliance with applicable provisions of reference (e), the Foreign Clearance Guide, and Flight Information Publication is mandatory when flying over or landing in a foreign country.

11. Safety. Squadron commanding officers shall ensure that crew qualifications and proficiency are commensurate with flight requests. Crews and passengers must be indoctrinated thoroughly in ditching and emergency procedures prior to the flight. Adequate survival equipment shall be carried. Safety of flight and personnel is paramount. The aircraft commander or pilot in command, as appropriate, is responsible for the accurate and timely reporting of all mishaps per reference (d).

12. Military Conduct. The senior officer aboard the flight will exercise military control over the personnel when on the ground and is responsible for the knowledge of, and compliance with, local rules and regulations.

13. Flight Records. Completed mission summary sheets, navigational work sheets, and radio logs, when applicable, will be maintained by the applicable squadron.

14. Supply. Procurement of aviation supplies and the contents of flight packets shall be per reference (e).

15. Maintenance. The aircraft commander or pilot in command, as appropriate, is responsible for ensuring that daily/preflight/turn-around inspections are accomplished using reference (f).

16. Security. Security of the aircraft remains the responsibility of the aircrew. Security arrangements made with the destination airfield do not relieve the aircrew of this responsibility.



M. B. NORGART  
Deputy

Distribution: (See next page)

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